

## 01 Health and safety procedures

### Village Hall – Building risks

- Significant changes such as structural alterations or extensions are reported to Ofsted. A risk assessment is done to ensure the security of the building during building work.
- Chairs are stacked safely, as it's a communal hall this is checked on arrival.
- There are no trailing wires; all radiators are guarded.
- Children do not have unsupervised access to stairs and corridors.
- Stair gates are in place at the foot of the stairs. The stairs are not used by children and only by an adult to access the office or additional resources.
- Floor covering corridors and playroom is checked for signs of wear and tear and reported to the Village Hall caretaker.
- There are blinds with cords at very high level. Any blinds fitted with cords are always secured by cleats.
- All risks seen by staff must be reported to the manager immediately.

### Entrances and approach to the building

- Entrances and approaches are kept tidy and uncluttered.
- Front gate is locked after everyone has arrived, by the Lead person on the day.
- The identity of a person not known to members of staff is checked before they enter the playground area or the building during arrival and departure times.
- All visitors to the setting sign in and out of the building.
- A member of staff to open and close the door and to greet arrivals and departures, make sure that doors and gates are shut.
- Back doors are always kept locked and shut. Access from the outside in is by a code which only staff members for preschool have. All other hirers or users have their own code. The only other person that knows the code is the Caretaker of the Village Hall who will not have access unless prior arrangement.
- Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place.

### Outdoors

- Areas are checked daily to make sure rubbish, litter, glass etc. is removed. Attention after the weekend where the VH has events is needed.
- Bushes, brambles or weeds are cleared often and checked that there is no poisonous plants.
- Safety mats are provided under climbing equipment.
- Equipment is maintained safely, put away daily and not used if broken.

## **Decorations**

### **General**

- Basic safety precautions apply equally to decorations put up for any festival as well as to general decorations in the setting. Children are informed of dangers and safe behaviour, relative to their level of understanding.

### **Decorations**

- Christmas decorations and trees are set up by the Village Hall committee, and they will have their own risk and safety assessments in place.
- Electrical equipment for decorations set up by the Village Hall committee have their own risk/safety assessments.
- Trees and decorations must never obstruct walkways or fire exits.
- Decorations must be clear of the ceiling fire detectors, sprinklers, and lights.
- Children are spoken to about not touching the Christmas tree and the decorations. We risk assess the position and if necessary and/or children persist in touching, then we place a barrier around the area.